

Schedule 39-111

DEPARTMENT OF EDUCATION

SCHOOL IMPROVEMENT – STAFF DEVELOPMENT/INSTRUCTIONAL ISSUES

May 3, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE 39-111
	AGENCY, BOARD OR COMMISSION Department of Education
	DIVISION, BUREAU OR OTHER UNIT School Improvement – Staff Development/Instructional Issues
Supersedes edition of July 8, 2005	

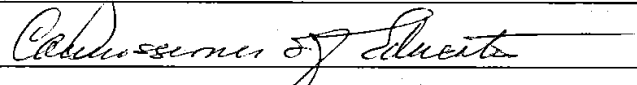
PART I – AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE



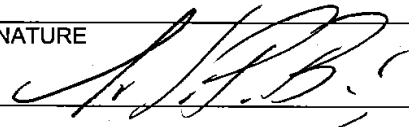
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4/30/06

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVES

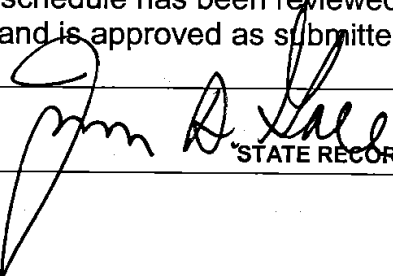
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PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

May 3, 2006

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 39 – 111 – DEPARTMENT OF EDUCATION – SCHOOL IMPROVEMENT – STAFF DEVELOPMENT/INSTRUCTIONAL ISSUES

39-111-001 CHAPTER 2 CALCULATION DOCUMENTATION (OBSOLETE 2002)

Backup documentation for distribution of Chapter 2 funds to school districts.

Dispose of after 10 years.

39-111-002 DRUG FREE SCHOOLS RECORDS

The Drug-Free Schools and Communities Act, Title IV, provide federal financial assistance for drug and alcohol abuse education and prevention. This is part of the No Child Left Behind Program. Forms required for school and consortia to administer these funds include: grant application, yearly budget information sheets, final expenditure report, and request for extension for expenditure.

Dispose of after 5 years.

39-111-003 E.S.E.A. (ELEMENTARY AND SECONDARY EDUCATIONAL ACT), TITLE II, PART B, MATHEMATICS AND SCIENCE PARTNERSHIPS

The Title II, Part B program funds partnerships of the high need school districts, four-year institutions of higher education, and other organizations to improve academic achievement of K-12 students in math and science through competitive grants. Records include financial, applications, evaluation data and annual final reports.

Dispose of after 6 years.

39-111-004 E.S.E.A. TITLE VI (FORMERLY CHAPTER 2 RECORDS) (OBSOLETE 2002)

The Title VI (formerly Chapter 2 program) provides federal funds to support the purchase of instructional materials, equipment and services. Records may include financial records, applications for assistance, and evaluation data.

Dispose of 5 years after termination of the project, provided audit has been completed.¹

39-111-005 EMERGENCY IMMIGRANT STUDENT COUNT (OBSOLETE 2002)

Count of emergency immigrant students in their district during the spring of the preceding school year.

Dispose of after 3 years.

39-111-006 LEARN AND SERVE AMERICA PROGRAM

The Corporation for National and Community service has established a semi-annual reporting system for Learn and Serve America grantees. Includes reports and project applications.

Dispose of after 6 years.

**LANGUAGE ASSESSMENT DATA TITLE III ENGLISH
LANGUAGE ACQUISITION**

Letter of Intent for Comprehensive System of Personnel Development Project.

Dispose of after 5 years.

**39-11-007 LETTER OF INTENT FOR COMPREHENSIVE SYSTEM OF
PERSONNEL DEVELOPMENT PROJECT**

Letter of Intent for Comprehensive System of Personnel Development Project.

Dispose of after 5 years.

39-111-008 LIMITED ENGLISH PROFICIENT INDIVIDUAL STUDENT DATA

Information collected on limited English proficient students in public schools including the number of students, their educational condition, and the services provided to them.

Dispose of 3 years after submission of final report, subject to review by the State Archives for possible accession.

**39-111-009 NO CHILD LEFT BEHIND (NCLB) ACT OF 2001 TITLE V,
PART A- INNOVATIVE PROGRAMS**

Project application component for the federal grand program.

Dispose of after 5 years.

**39-111-010 NO CHILD LEFT BEHIND TITLE 1, PART C, AND RECORDS
(FORMERLY E.S.E.A. CHAPTER 1 MIGRANT RECORDS)**

Chapter 1 Migrant of E.S.E.A. provides federal financial assistance in the No Child Left Behind Program to meet the special education and support needs of children and families that meet the eligibility criteria of migrants as defined in the statute. Records include: the annual state plan (as a portion of the State Consolidated Plan), applications for assistance, financial records, needs assessments, annual evaluation data, and the Migrant Information System (MIS) 2000 Student Record Transfer Data System.

PAPER: Dispose of 5 years after the last fiscal year in which the finances have been used, provided audit has been completed, subject to review by the State Archives for possible accession.¹

ELECTRONIC DATA: Back up daily; dispose of after 5 years.

SECURITY BACKUP COPY: Dispose of after superseded.

39-111-011 TITLE II BASELINE DATA

The language assessments administered to Limited English Proficient (LEP) students, the total number of students assessed, the number identified as LEP, and their levels of language proficiency.

Dispose of after 3 years.

**39-111-012 TITLE II – NO CHILD LEFT BEHIND (NCLB) ACT OF 2001,
BUDGET SHEET**

Project application component for the federal grant program.

Dispose of after 5 years.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet